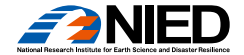
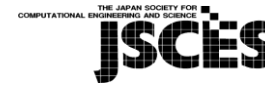


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### Instructions to plenary and semi-plenary speakers

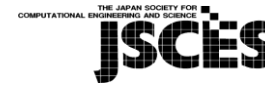
- Please login to the session room 20 minutes prior to the start of the session and report to the chairperson using chat function.
- Please change your name on the Zoom screen to: “Speaker: Your given name Family name”.
- Make sure to activate your slideshow application well in advance to start your presentation smoothly. Once you have been introduced by chairperson, please share your screen and start your presentation.
- Your presentation time is 60 min. for plenary lectures and 40 min. for semi-plenary lectures including Q&A.
- Please adjust your microphone volume before starting your presentation. Sometimes your voice may be too weak for others to follow.
- If you confront any technical issues such as network disconnection, please wait for instructions given from the chairperson.
- After your lecture, please make sure to change your name on the screen to: “Your given name Family name”.

If anything happens, please do not hesitate to contact:  
secretary@compsafe2020.org

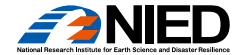
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## Instructions to plenary and semi-plenary chairpersons

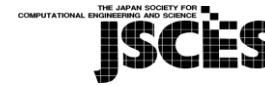
- A Zoom operator is present in each session. He/She will help you in running the session.
- Please login to each session room 20 minutes prior to the start of your session and confirm the speaker. The speaker will contact you using chat function.
- Please change your name on the Zoom monitor to: “Chairperson: Your given name Family name”.
- Please briefly introduce each speaker before they start their presentation. Brief bio of each speaker will be provided beforehand.
- Presentation time is 60 mins for plenary lectures, 40 mins for semi-plenary lectures both including Q&A.
- Please adjust your microphone volume before starting your session. Sometimes your voice may be too weak for others to follow.
- Make sure your face is nicely in a frame – in the center, not too far/ close. If you’re next to a window, please try not to have the sunlight disturbing your camera.
- Please make sure your mobile-phone is set to mute.
- If speakers face any technical issues such as network disconnection, please instruct them to check their internet connection and restart their lecture.
- Once your session has ended, please make sure to change your name on the screen to: “Your given name Family name”.
- Attendees are not able to turn on their microphones and web cameras during lectures.
- Attendees are requested to indicate their intention through QA function if they want to take part in discussions after the lecture.
- Sound recording and video recording are strictly prohibited.

If anything happens, please do not hesitate to contact:  
secretary@compsafe2020.org

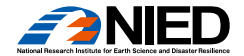
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### Instructions to all attendees of plenary and semi-plenary lectures

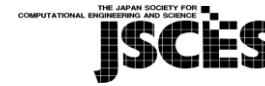
- Please switch off your microphone and web camera during lectures (they are originally set to “OFF” mode).
- If you want to take part in discussions after the lecture, indicate your intention through QA function.  
Chairperson will unmute your microphone for questions and/or comments.
- Sound recording and video recording are strictly prohibited.

If anything happens, please do not hesitate to contact:  
[secretary@compsafe2020.org](mailto:secretary@compsafe2020.org)

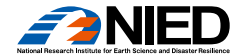
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### Instructions to Minisymposia speakers

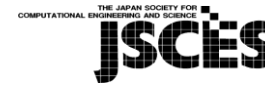
- Please login to each session room 20 minutes prior to the start of the session and report to the session chairperson using chat function.
- Please change your name on the Zoom screen to: “Speaker: Your given name Family name”.
- Make sure to activate your slideshow application well in advance to start your presentation smoothly. Once you have been introduced by chairperson, please share your screen and start your presentation.
- Your presentation time is 40 min. for keynote lectures and 20 min. for regular presentations including Q&A.
- Please adjust your microphone volume before starting your presentation. Sometimes your voice may be too weak for others to follow.
- If you confront any technical issues such as network disconnection, please check your internet connection and retry your presentation after other speakers have finished.
- Once your session has ended, please make sure to change your name on the screen to: “Your given name Family name”.

If anything happens, please do not hesitate to contact:  
secretary@compsafe2020.org

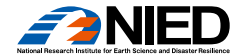
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## Instructions to Minisymposia chairpersons

- A Zoom operator is present in each session. He/She will help you in running technical sessions.
- Please login to each session room 20 minutes prior to the start of your session and confirm each speaker. They will contact you using chat function.
- Please change your name on the Zoom monitor to: “Chairperson: Your given name Family name”.
- Please briefly introduce each speaker before they start their presentation.
- Presentation time is 40 min. for keynote lectures and 20 min. for regular presentations including Q&A.
- Please adjust your microphone volume before starting your session. Sometimes your voice may be too weak for others to follow.
- Make sure your face is nicely in a frame – in the center, not too far/ close. If you’re next to a window, please try not to have the sunlight disturbing your camera.
- Please make sure your mobile-phone is set to mute.
- If speakers face any technical issues such as network disconnection, please instruct them to check their internet connection and retry their presentation after other speakers have finished.
- Once your session has ended, please make sure to change your name on the screen to: “Your given name Family name”.
- Attendees are requested to switch off their microphones and web cameras during lectures.
- Attendees are requested to take part in discussions after each talk by unmuting their microphones.
- Sound recording and video recording are strictly prohibited.

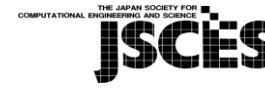
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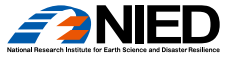
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### Instructions to all attendees of Minisymposia

- Please switch off your microphone and web camera during lectures.
- You can take part in discussions after each talk by unmuting your microphone.
- Sound recording and video recording are strictly prohibited.

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[secretary@compsafe2020.org](mailto:secretary@compsafe2020.org)